

**Dracut Historical Commission Meeting Minutes**  
**Wednesday, August 17, 2016**

**Present:** Dave Paquin, Chairman

Bob Kohanski, Asst. Chairman

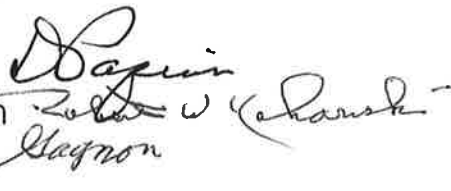
Harvey Gagnon

Louise Tremblay

Linda Kawa- absent

Marc Gosselin-

Also in attendance Betsy Ware, Director of Community Development



**Historical Survey Grant Survey Study RFP's review:**

Ms. Ware, stated the deadline for applications was last Friday at 12:01 a.m. Ms. Ware explained to the board she received only one application, from John Clemson.

Ms. Ware explained that Mass Historical received the full package and are in the process of reviewing it. Ms. Ware also stated, Mass Historical does not have a problem with just one submission.

Ms. Ware passed out Mr. Clemson's full application and asked the board to look it over. Ms. Ware explained she has a composite ranking sheet she needs to fill out for the applicant. What she needs the board to do is to fill an evaluation from the application with all his previous work and credentials.

Ms. Tremblay, asked how are we evaluating, Ms. Ware explained, whether, the proposal meets all the items in the proposal, if they meet the minimum qualifications outlined and then, based on their view of their submission, based on what you read on the application, and what you read for samples, if they are highly advantageous, advantageous, or not advantageous.

Mr. Paquin asked who signs the contract.

Ms. Ware explained, she is almost done drafting the contract that will go to Town Council tomorrow. After that, the Town Manager just needs to sign it.

The board passed the evaluations in to Ms. Ware.

All evaluations were, advantageous and highly advantageous.

After the review and completion of the technical proposal section, the DHC reviewed the fee proposal. The fee was \$30,000 proposed for the work, which the DHC agreed was the amount that they had for the survey work to be completed.

Based on this Ms. Ware will move forward with the contract.

Meeting adjourned at 7:45 pm on a motion of Ms. Tremblay and seconded by Mr. Gosselin

Respectfully Submitted,  
Marylee Enos, Recording Secretary